

## MEETING NOTICE

Student: \_\_\_\_\_ Today's Date: \_\_\_\_\_ School: \_\_\_\_\_

**Proposed Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Location:** \_\_\_\_\_ **of meeting to discuss:**

### Purpose of meeting is to consider:

<input type="checkbox"/> Eligibility determination	<input type="checkbox"/> Manifestation Determination
<input type="checkbox"/> Functional Behavioral Assessment	<input type="checkbox"/> Interim Alternative Ed. Settings (IAES)
<input type="checkbox"/> Address Behavior Needs	<input type="checkbox"/> Transition Services
<input type="checkbox"/> Development of IEP	<input type="checkbox"/> Reevaluation Data
<input type="checkbox"/> Review And Revision of IEP	<input type="checkbox"/> Extended School Year services
<input type="checkbox"/> Change Placement	<input type="checkbox"/> Other

We anticipate that the following individuals will be meeting with us:

	Name
School Representative	
Regular Education Teacher	
Special Education Teacher	
Evaluator ( as appropriate)	
Student (as appropriate/Transition)	
Agency Representative	
Other	

The parent, guardian, surrogate parent or adult student should complete the following. Please indicate your response regarding the meeting for (student): \_\_\_\_\_

☐ I will attend the meeting on (date): \_\_\_\_\_ at (time): \_\_\_\_\_

☐ I will participate in the meeting via conference call. Please call me at (time) \_\_\_\_\_ on (date) \_\_\_\_\_ at (phone number) \_\_\_\_\_.

☐ I am **unable** to attend on this date. I suggest meeting on (date): \_\_\_\_\_

☐ I am **unable** to attend the meeting on this date. I will call (name): \_\_\_\_\_ at (phone): \_\_\_\_\_ to reschedule the meeting

☐ I am **unable** to attend the meeting. Please have it without me.

\_\_\_\_\_  
Signature of Parent, Guardian, Surrogate Parent or Student

\_\_\_\_\_  
Date

Please return this form to:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Procedural Safeguards Attached: \_\_\_\_\_ (Initials/Date)

Date:	Date:	Date:
Contact Type:	Contact Type:	Contact Type:

**DOCUMENTED ATTEMPTS**